

E-RATE CATEGORY TWO & YOU

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TODAY'S AGENDA

- **Category Two Eligible Services List**
- **Competitive Bidding (Form 470)**
- **Working with Vendors**
- **Creating RFPs**
- **Demo - Filing the Form 470**
- **Bid Evaluations**

DISCLAIMER: I'M NOT THE FCC



This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can only come from the FCC and USAC.**

E-RATE ELIGIBLE SERVICES LIST



WHAT QUALIFIES FOR E-RATE?

- The full E-rate Eligible Services List (ESL) can be downloaded from:
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device
- If products/services contain ineligible components, a cost allocation is required to separate out those costs.

CATEGORY ONE (1/2)

Data Transmission Services & Internet Access

- Monthly Internet fees (DSL, cable, fiber, etc.)
- Internet access (cellular data) for bookmobile
- Leased data lines (T1, lit fiber, etc.)
- Self-provisioned broadband networks
- Fees for static IP addresses are eligible as part of your internet access

FY 2018-19 Category One Services occur between July 1, 2018 and June 30, 2019

No budget limit on Category One requests

CATEGORY ONE (2/2)

Voice Services

- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Radio loop
- Centrex
- Satellite telephone service
- Wireless telephone service including cellular voice and excluding data and text messaging
- Fax service

FY 2018-19 Category One Services must occur between July 1, 2018 and June 30, 2019.

No budget limit on Category One requests

Voice Service discounts are being phased out – subtract 80 from your normal discount rate for FY 2018-19. **Many libraries will no longer be eligible for these discounts.**

CATEGORY TWO (1/2)

Internal Connections

- Cabling, connectors, & related components
- Switches and routers
- Racks**
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Software supporting components on the list used to distribute broadband through the library

****Some restrictions apply**

**More flexibility –
equipment can be
installed as soon as
April 1, 2018 or as late
as September 30,
2019.**

**These eligible functions
can be virtualized in the
cloud or combined in
equipment (like routing
and switching).**

CATEGORY TWO (2/2)

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

MISCELLANEOUS

May fall under Category One or Two:

- Taxes, surcharges, and other similar, reasonable charges
- Rental or lease fees for eligible components
- Shipping
- Training
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

CIPA COMPLIANCE

Children's Internet Protection Act (CIPA) compliance:








- Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
- 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA:
<http://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx>

FUNDING YEARS & IMPORTANT DATES



E-RATE DATES TO REMEMBER

E-rate Funding Years – Dates to Remember

	Form 470 – Competitive Bidding 	Form 471 – Application to Request Discounts 	Form 486 – Service Start Date + CIPA Certification 	Recurring Services (Category 1 or 2) 	Invoicing Deadline (Recurring Services) 	Non-Recurring Category 2 Purchase/ Installation 	Invoicing Deadline (Non-Recurring Services) 
FY 2016-17 (FY 2016)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2016 To June 30, 2017	October 30, 2017	April 1, 2016 To Sept. 30, 2017	January 29, 2018
FY 2017-18 (FY 2017)	Closed	Closed	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2017 To June 30, 2018	October 28, 2018	April 1, 2017 To Sept. 30, 2018	January 28, 2019
FY 2018-19 (FY 2018)	July 1, 2017 To Spring 2018 (TBA)	January to March 2018 (TBA)	120 days from: FCDL or Service Start Date (whichever is later)	July 1, 2018 To June 30, 2019	October 28, 2019	April 1, 2018 To Sept. 30, 2019	January 28, 2020
Notes	Most libraries go through competitive bidding each year	All libraries must file the Form 471 every year to receive \$\$	FCDL = Funding Commitment Decision Letter	Internet and Phone Service are Recurring	May request one 120-day extension before deadline	Non-recurring = one-time purchases	May request one 120-day extension before deadline

TIMELINE FOR FY 2018-19

- **Competitive Bidding for FY 2018-19 services**
 - Opened July 1, 2017
 - Last date to open competitive bidding: 28 days before final Form 471 deadline (TBA – likely March 2018)
- **When Services Will Happen for FY 2018-19**
 - Recurring Services (monthly internet, phone, basic maintenance)
 - July 1, 2018 to June 30, 2019
 - Non-recurring Services (Category Two)
 - April 1, 2018 to September 30, 2019

CATEGORY TWO BUDGETS

WHAT'S MY DISCOUNT RATE?

E-rate discounts are based on two criteria:

- Percentage of students eligible for the National School Lunch Program in the local school district where your main library branch is located.
 - The school district submits this data, not the library—easy!
- Rural or urban classification of the county served by the library
 - USAC has an Urban/Rural Lookup Tool on its website:
<https://sltools.universalservice.org/portal-external/urbanRuralLookup/>

Look at Discount Matrix (next slide) for discount rate

DISCOUNT MATRIX

Discounts are similar for Category One and Category Two eligible services, but the top discount for Category Two is capped at 85%.

INCOME Measured by % of students eligible for the National School Lunch Program	CATEGORY ONE		CATEGORY TWO	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

HOW MUCH C2 CAN I REQUEST? (1/2)

Pre-discount budget is based on the square footage of each branch in your library system

- Includes eligible kiosks and bookmobiles
- **Excludes** administrative-only branches (called non-instructional facilities or NIFs)
- Each budget covers a 5-year period and is specific to each branch
 - Exception: The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.

HOW MUCH C2 CAN I REQUEST? (2/2)

- Currently \$2.35/square foot for almost all Kentucky libraries and is tied to inflation
- Some branches in densely-populated areas receive \$5.12/sq. ft. (see next slide)
 - Branch must have IMLS locale code 11, 12, or 21
- Minimum budget per branch is currently \$9,412.80 if less than 4,000 sq. ft.
- Can be spent all in 1 funding year or spread over several years.

LIBRARY BRANCHES THAT GET \$5.12/SQ FT

Based on 2015 IMLS library outlet [survey data](#)

BOONE	SCHEBEN BRANCH LIBRARY
BOONE	BOONE COUNTY PUBLIC LIBRARY (BURLINGTON)
BOONE	LENTS BRANCH (NEW HEBRON BRANCH?)
BOONE	WALTON BRANCH
BOONE	FLORENCE BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY
BULLITT	HILLVIEW LIBRARY
CAMPBELL	COLD SPRING BRANCH
CAMPBELL	NEWPORT BRANCH
CAMPBELL	PHILIP N. CARRICO (FT THOMAS) BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY
FAYETTE	TATES CREEK BRANCH
FAYETTE	NORTHSIDE BRANCH
FAYETTE	EAGLE CREEK BRANCH EASTSIDE BRANCH?
FAYETTE	BEAUMONT BRANCH
FAYETTE	VILLAGE BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	BON AIR REGIONAL BRANCH
JEFFERSON	CRESCENT HILL BRANCH
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH

JEFFERSON	MIDDLETOWN BRANCH
JEFFERSON	IROQUOIS BRANCH
JEFFERSON	JEFFERSONTOWN BRANCH
JEFFERSON	OKOLONA BRANCH
JEFFERSON	PORTLAND BRANCH
JEFFERSON	SHAWNEE BRANCH
JEFFERSON	WESTERN BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	FERN CREEK BRANCH
JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
JEFFERSON	SHIVELY/NEWMAN BRANCH
JEFFERSON	SOUTHWEST REGIONAL BRANCH
JEFFERSON	WESTPORT BRANCH
JEFFERSON	FAIRDALE BRANCH
JEFFERSON	NEWBURG BRANCH
KENTON	ERLANGER BRANCH
KENTON	WILLIAM E. DURR BRANCH
OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
OLDHAM	SOUTH OLDHAM LIBRARY
OLDHAM	OLDHAM COUNTY PUBLIC LIBRARY (LAGRANGE)

WHAT **REDUCES** MY C2 BUDGET(S)?

- **C2 budget is reduced when C2 funding is committed.** Even if the library doesn't purchase the products/services or doesn't file the invoices for the E-rate discount, the C2 budget is still reduced.
- See later slides on the importance of filing the Form 500 when C2 funding won't be used.

WHAT **INCREASES** MY C2 BUDGET(S)?

- **C2 budget is increased when the library gains finished, interior square footage during the funding year.**
- Make sure you have documentation proving what your new square footage will be before applying for discounts—blueprints, signed/dated letter from the architect, etc. You will be required to show this documentation during application review.

FORM 500 (1/2)

Reasons to file the Form 500:

- **Adjusting the Service Start Date** on a previously filed Form 486
- **To adjust the Contract Expiration Date** listed on the Form 471
- **To request an extension of the service delivery and installation deadline for non-recurring services** (example – construction/renovation delays causing C2 installation delays)
- **To cancel or reduce the amount of an FRN (irrevocably!)**
- **To notify USAC of an equipment transfer** within the three year prohibition on equipment transfers due to a temporary or permanent entity closure

FORM 500 (2/2)

The Form 500 is filed in the E-rate Productivity Center

- **For FY 2016-17 funding requests and forward**, the form is filled out electronically
- **For FY 2015-16 funding requests and prior**, you must download a paper copy of the form, fill it out by hand, and then upload it in the E-rate Productivity Center

More information on USAC website:

- <http://usac.org/sl/applicants/before-youre-done/500-filing.aspx>

CATEGORY TWO BUDGET TOOLS

Records / Applicant Entities

#210 - Pioneer County Public Library Main Branch



Summary Customer Service Modifications Additional Information **Category Two Budget** Contracts FCC Forms News Related Actions

Category Two Budget Status

Note: The category two budget calculation reflects FRN data starting in FY 2016

BEN Name	↑ BEN Number	C2 Budget Amount	C2 Committed Amount	Remaining Balance	Pending C2 Requested Amount
Pioneer County Public Library Main Branch	210	\$27,876.00	\$0.00	\$27,876.00	\$57,109.06

HIDE ALLOCATION BREAKDOWN

Approved and pending Category Two funding from FY 2016-17 and forward is tracked in each branch's profile in the [E-rate Productivity Center](#): Go to My Landing Page, click on a library branch name, then click on Category Two Budget.

Caveat: The FY 2015-16 Category Two information is found through a separate online tool: <https://sltools.universalservice.org/portal-external/budgetLookup/>. Many factors affect your potential budget for FY 2018-19—talk to the KDLA Technology Consultant.

COMPETITIVE BIDDING OVERVIEW



COMPETITIVE BIDDING

On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least 28 calendar days to respond with bids.

- No decision about which service provider to use can be made before 28 days have elapsed.
- You can wait longer if you want; you may have to wait longer if you release an RFP document with a later due date.

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

OPEN & FAIR PROCESS

- Open and fair competitive bidding is a core E-rate principle
- From the [USAC website](#):
 - "Open" means there are no secrets in the process – such as information shared with one bidder but not with others – and that all bidders know what is required of them. "Fair" means that all bidders are treated the same and that no bidder has advance knowledge of the project information.
 - **Never** share pricing information or tell vendors who else is bidding.

PRICE IS PARAMOUNT

E-rate applicants are required to select the most cost-effective solution for the product or service they're bidding on.

- **Cost must be assigned the highest point value in the bid evaluation.**
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.

**LET'S TALK
ABOUT VENDORS**



VENDOR RESPONSIBILITIES

- Vendors—usually referred to as Service Providers in the context of E-rate—need to be willing to file certain forms and make certain certifications in order for you to receive your E-rate refunds
 - Obtaining a **Service Provider Identification Number (SPIN)** by filing a Form 498 — must be filed in the separate ‘E-File’ system for service providers; very different than the version of the Form 498 filed by applicants in the E-rate Productivity Center
 - Filing a **Service Provider Annual Certification (SPAC)** Form (Form 473) every year schools or libraries request E-rate discounts associated with their SPIN.
- You can’t request discounts for services from a vendor that doesn’t have a SPIN.
- E-rate funding can’t be disbursed if the vendor’s SPAC hasn’t been filed for the relevant year.

LOCAL/NON-TRADITIONAL PROVIDERS

- Many small, local providers that will perform installation of Category Two equipment are considered 'Non-Traditional Providers' in the E-rate program. Their responsibilities with the E-rate program are much lighter than those of telecoms.
- You may need to encourage vendors to think about participating in the E-rate program. A couple of suggestions:
 - Vendors that need help with forms can contact the USAC Client Services Bureau at 888-203-8100
 - The [USAC Trainings & Outreach](#) page for service providers may be useful, especially the 3-minute [video on getting SPINs](#) and [PDF instructions on the SPAC form](#).

WHY THIS MATTERS TO YOU

- Many libraries understandably want to support local businesses, but if E-rate discounts are an essential component of financing network upgrades, you have to find vendors that are willing to file some E-rate forms.
- **Best practice:** Always demand a SPIN number on cost proposals received in response to the Form 470

REQUEST FOR PROPOSAL (RFP)

WHAT RFP MEANS FOR E-RATE

In the world of E-rate, request for proposal (RFP) means any additional documents that describe the library's needs beyond the narrative field on the Form 470

- May be a lengthy, formal document such as those issued by cities, counties, or state government procurement
- May be a short document that outlines the library's technology needs and details for submitting a cost proposal.
- All RFP documents and addenda must be uploaded with the Form 470 in the E-rate Productivity Center, even if those documents are posted elsewhere online.

BENEFITS OF USING RFPs

- RFPs are an excellent way to exert more control over the procurement process, particularly if you're requesting significant network upgrades.
- The narrative field on the Form 470 is limited to 5000 characters—you may want more space and document formatting options to describe your needs fully and clearly.
- Process of putting together an RFP forces you to consider more thoroughly what technology upgrades matter most to the community your library serves

THE ELEMENTS OF THE RFP

- **Basic description of your library's situation** – location, current network setup, what you're trying to accomplish, etc.
- **Detailed list of anticipated needs**
- **Requirements for cost proposals** – separate by line item, include the SPIN, method of delivery (mail, e-mail, in-person), etc.
- **How the bids will be evaluated** – Are there disqualification factors? Those must be listed in the RFP. Will you give additional points for certain factors (flexible invoicing, local/in-state vendors, etc.)?
- **Important dates** – when cost proposals are due; dates for walkthroughs if they're being offered; vendor question due date; when decision will be made; approximate date for installation, etc.
- **Contact person**

DATES & RFPs

Some things to keep in mind about RFPs and due dates:

- The minimum 28-day competitive bidding window begins when the Form 470 is posted or the RFP is issued—**whichever comes later.**
- You may need to coordinate the release of the 470 & RFP with required notices for \$20,000+ procurements (see later section on state bidding rules)
- The larger and more complex your needs, the later you'll want the due date to be—to get better bids, have more time for walkthroughs, etc.



CARDINAL CHANGES (1/2)

- From the [12/11/2015](#) SL News Brief from USAC:

“Making cardinal changes in the scope of a project and/or services requested”

We strongly recommend that applicants post a new FCC Form 470 if they are making one or more significant changes ("cardinal" changes) to the scope of the services requested on the FCC Form 470 and/or the RFP. Remember that posting a new FCC Form 470 starts a new 28-day waiting period. Applicants must also be in compliance with all applicable state or local competitive bidding rules and regulations – which is especially important if an RFP was also issued – and should consider canceling the earlier FCC Form 470 to avoid confusion.”



CARDINAL CHANGES (2/2)

- The FCC and USAC don't provide a comprehensive list of what changes are considered to be cardinal, but **the following will likely require the applicant to file a new Form 470 and/or restart the 28-day bidding clock:**
 - **Adding a Category of Service, Type of Service, or Function** that was not listed on the original 470 and/or RFP document
 - **Adding more library branches as recipients of service**
 - **Substantially changing the quantity needed**
 - Buying 3 access points instead of 2 or 800 feet of cabling instead of 600 feet should be fine; doubling or tripling quantities may be a problem
- Litmus test: Would these changes significantly alter how vendors respond (or whether they respond at all)?
- **Best practice: When in doubt—file a new Form 470**
- More info from E-rate Central: [“Cardinal Changes and USAC Guidance”](#).



STATE BIDDING RULES



STATE BIDDING RULES (1/3)

- Most Kentucky libraries follow the Kentucky Model Procurement Code
 - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 30+ years old).
 - Spelled out in Kentucky Revised Statutes 45A.345–.460
 - Must receive competitive sealed bids for contracts and purchases over \$20,000. A notice must be placed through a newspaper or internet post at least 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See [KRS 45A.365](#))

STATE BIDDING RULES (2/3)

- If your library doesn't follow the Model Procurement Code, then purchases over \$20,000 must be bid per [KRS 424.260\(1\)](#)
 - Must also advertise the bid per [KRS 424.130](#)
 - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

STATE BIDDING RULES (3/3)

- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for you to use:
 - **For MPC libraries:** The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over \$20,000. See <http://www.lrc.ky.gov/Statutes/index.aspx> for more information.
 - **For non-MPC libraries:** Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over \$20,000. See <http://www.lrc.ky.gov/Statutes/index.aspx> for more information.



TIME FOR AN EXAMPLE RFP!

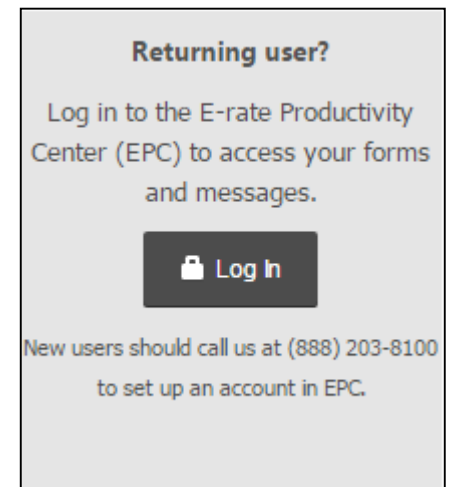
Ready
Set

Let's Get Our Feet Wet

UPDATING LIBRARY PROFILES

E-RATE PRODUCTIVITY CENTER

- To set up account or if you have login issues:
call the USAC Client Services Bureau at 1-888-203-8100
 - Must select a staff member to act as account administrator. Once established, the administrator can add more users for your library.
- Two ways to get to EPC portal:
 - Go to portal.usac.org
 - Go to main USAC website for Schools and Libraries (www.usac.org/sl) and select '[Apply for E-rate](#)' under Resources & Tools on the left. Then look for Log In button (picture on right).





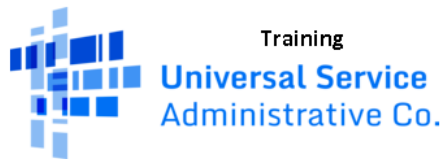
BEFORE YOU FILE: DATA CLEANUP

Make updates before filing FY 2018-19 forms:

- **Has a branch's address, phone #, or square footage changed?**
 - Update information in the E-rate Productivity Center (next two slides)
 - If the square footage will change before June 30, 2019 due to construction, make sure you have documentation to verify the new square footage.
- **Are you opening or closing branches during FY 2018-19?**
 - Contact USAC customer service for entity numbers for new branches
 - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.

UPDATING BRANCH/SYSTEM PROFILES (1/2)

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, Pioneer County Public Library System!

Notifications

Notification Type

Funding Year

Notification	Description	Issued Date
No items available		

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	40069
Loganville Branch Library	209	Loganville	KY	40078
Pioneer County Public Library Main Branch	210	Boonesburg	KY	40069
Pioneer County Bookmobile	211	Boonesburg	KY	40069

To update the address, phone, square footage, or other information about your system or its branches, go to My Landing Page and click on the name under My Entities.

UPDATING BRANCH/SYSTEM PROFILES (2/2)

Records / Applicant Entities

#210 - Pioneer County Public Library Main Branch

Summary

Customer Service

Modifications

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions



MANAGE ORGANIZATION

MANAGE ANNEXES

Organization Details

Name Pioneer County Public Library Main Branch

Entity Number 210

**FCC Registration
Number**

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 41700

Mailing Address 100 Main Street
Boonesburg, KY 41700

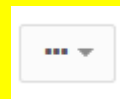
▼ Applicant Attributes

Latitude Not Found

Longitude Not Found

Applicant Type Library

**On the next page, click on
Manage Organization to
update and submit changes.
NOTE: To update the overall
entity for a library system,
you will need to look for the
Manage Organization
option on the 'more actions'
menu, which has an ellipsis:**



FORM 470 – BASIC INFORMATION



START OR CONTINUE A FORM 470

The screenshot shows the USAC website interface. The top navigation bar includes links for News, Tasks (4), Records, Reports, and Actions. The user profile in the top right corner shows 'Lauren Abner' with a dropdown arrow. The main content area features a 'My Landing Page' section with the USAC logo and a welcome message for 'Pioneer County Public Library System!'. A yellow callout box points to the 'Tasks (4)' link, stating: 'Continue working on an in-process Form 470 under Tasks'. A pink callout box points to the 'FCC Form 470' link in the top navigation bar, stating: 'Click FCC Form 470 to start a new form'. Below the landing page is a 'Notifications' section with filters for Notification Type, Funding Year, and Status. A table below the notifications shows 'No items available'. The 'My Entities' section lists various library systems. A green callout box points to 'Pioneer County Public Library System' in the entities list. A blue callout box points to the 'Pioneer County Public Library System' row in the entities table, stating: 'Alternate method: start a 470 by clicking on the library system, then Related Actions, then Create FCC Form 470'.

Continue working on an in-process Form 470 under Tasks

Click FCC Form 470 to start a new form

Alternate method: start a 470 by clicking on the library system, then Related Actions, then Create FCC Form 470

My Entities

Entity	Description	Issued Date	Generated By	Generated On	Zip Code
Pioneer County Public Library System					40069
Loganville Branch Library					40078
Pioneer County Public Library Main Branch	210	Boonesburg	KY	40069	
Pioneer County Bookmobile	211	Boonesburg	KY	40069	

FORM 470 — NOTES ON NAVIGATION

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 7:46 PM EST

The screenshot shows the FCC Form 470 interface for the Pioneer County Public Library System. The top navigation bar includes tabs for Basic Information, Service Requests, Technical Contact Info, Form 470 Review, and Certifications & Signature. The main content area is titled 'Application Type and Recipients of Service' and shows the Applicant Type as 'Library System' and the Number of Eligible Entities as 3. Below this is a section for 'Recipients of Service' with a table containing one row for 'Pioneer County Public Library System'. At the bottom of the form, there are four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. Callouts provide instructions for each button: 'Use Back button to return to a previous page', 'Discard Form - Permanently delete forms you're working on.', 'Save & Share - Careful--think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to 'share' the form back to you!', and 'Save & Continue to go to next page'.

Basic Information Service Requests Technical Contact Info Form 470 Review Certifications & Signature

Where applicable, we've completed this section of the form based on information from your information, please update your profile first by going to your entity record, and clicking Manage contact your applicant entity's account administrator or create a customer service case to request

▼Application Type and Recipients of Service

Applicant Type: Library System
Number of Eligible Entities: 3

Recipients of Service

Billed Entity Name
Pioneer County Public Library System

BACK DISCARD FORM

Use **Back** button to return to a previous page

Discard Form — Permanently delete forms you're working on.

Save & Share — **Careful**--think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to 'share' the form back to you!

Save & Continue to go to next page

SAVE & SHARE SAVE & CONTINUE

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2018

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

› FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

▼ Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0133456789

Your library system's Billed Entity Information will be pulled from its EPC profile.

Application Nickname

Please enter an application nickname here. *

FY 2018-19 Pioneer County Public Library Network Upgrades

DISCARD FORM

Enter a nickname that will be easy to find on your Tasks list or when sorting through your library's completed forms.

SAVE & CONTINUE

FORM 470 – BASIC INFORMATION (2/3)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 7:46 PM EST

Basic Information Service Requests Technical Co Certifications & Signature

Where applicable, we've completed this section of the form based on information from your previous submission. If you wish to update this information, please update your profile first by going to your entity record, and click on the "Update Profile" link. If you wish to contact your applicant entity's account administrator or create a customer service record, please click on the "Contact Us" link.

▼ **Application Type and Recipients of Service**

Applicant Type: Library System

Number of Eligible Entities: 3

Recipients of Service

- ☒ Public Library
- ☒ Bookmobile
- ☒ Main Branch
- ☒ Public Library System

The Number of Eligible Entities should include your main library and other branches (kiosks and bookmobiles).

Recipients of Service

Billed Entity Name	Billed Entity Number
Pioneer County Public Library System	208

BACK DISCARD FORM

SAVE & SHARE SAVE & CONTINUE

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

FORM 470 — BASIC INFORMATION (3/3)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate support.

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Are you the main contact person?

YES ✓

NO

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If you select Yes, your contact info will automatically appear. If you select No, you can search for other users with EPC accounts associated with your library.

FORM 470 – RFP DOCUMENTS



CATEGORY(S) OF SERVICE

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 8:28 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the category(s) of service requested.

Category(s) of Service

What are the category(s) of service that you are requesting?

CATEGORY 1

- Internet Access and/or Telecommunications

CATEGORY 2 ✓

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

BACK

DISCARD FORM

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Select which Categories of Service you want to request on this form. You can file separate forms for each or file for both Categories on the same form—your choice.

UPLOADING RFPs (1/2)

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

YES ✓

NO

You must answer the RFP question to move forward; if you indicate Yes, options for uploading files will appear

Upload button allows you to select documents from your computer. Most file formats, including zip files, are accepted.

Please upload all RFPs for the services you are requesting.



2018 Category Two Internal Connections RFP - Model Pro...
PDF – 193.39 KB

The above RFP cannot be removed because it is added to one or more service requests. To remove this RFP, you must first remove it from all service requests.



2018 Category Two Basic Maintenance RFP example
PDF – 193.72 KB

UPLOAD

Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

SAVE & SHARE

SAVE & CONTINUE

To remove an RFP document, hover over the document icon



and click when it turns into an X



UPLOADING RFPs (2/2)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

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Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category TWO services.

☒ 2018 Category Two Internal Connections RFP - Model Procurement example

☐ 2018 Category Two Basic Maintenance RFP example

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

If you upload RFPs, you can automatically attach the RFP to all requests in the selected Category of Service.

FORM 470 – EXAMPLES OF SERVICE REQUESTS

ADDING SERVICE REQUESTS

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 8:40 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

If you aren't using an RFP, the Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later slides for tips on narratives).

Use this button to add each service request.

CONTINUE

INTERNAL CONNECTIONS SERVICE REQUEST (1/2)

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Netw

Last Saved: 11/13/2017 8:40 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

F

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function *

Cabling

Quantity

10000

Unit

Feet

CANCEL

First, select the Service Type. Pieces of equipment fall under Internal Connections. Then select the Function (cabling, switch, firewall, access point, etc.)

Pay attention to the Unit when entering Quantity.

- ☒ 2018 Category Two Internal Connections RFP - Model Procurement example
- ☐ 2018 Category Two Basic Maintenance RFP example

INTERNAL CONNECTIONS SERVICE REQUEST (2/2)

Internal Connections requests must always include 'or equivalent' due to E-rate bidding rules and will be included automatically if you choose an option besides 'No Preference'.

Number of entities served = number of branches using this equipment or service

Check this if the vendor is installing the equipment.

Make sure the appropriate box is checked if this request appears in an RFP document.

Manufacturer
Belkin or equivalent

Number of entities served?

1

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☒ 2018 Category Two Internal Connections RFP - Model Procurement example

☐ 2018 Category Two Basic Maintenance RFP example

ADD

Click on Add once all fields have been entered.

BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC) SERVICE REQUEST

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System -

Last Saved: 11/13/2017 8:55 PM EST

Basic Information

Service Requests

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

- ☐ Internal Connections
- ☒ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function *

Firewall Service and Components

Quantity

1

Unit

Each

CANCEL

Specific manufacturers are listed on BMIC because you're seeking service on Category Two equipment you already own or intend to purchase. You can provide more specifics about what you own or what you need in the Narrative field or RFP document.

Manufacturer

Cisco Systems

Number of entities served?

1

Please select the RFP(s) that apply to this service request.

- ☐ 2018 Category Two Internal Connections RFP - Model Procurement e:
- ☒ 2018 Category Two Basic Maintenance RFP example

Best Practice: Add a request for Basic Maintenance for equipment the library requests to ensure eligibility for optional technical support packages offered by vendors. If you don't end up purchasing BMIC later, no big deal.

MANAGED INTERNAL BROADBAND SERVICES (MIBS) SERVICE REQUEST

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 9:03 PM EST

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

Add New Service Request

Service Type *

- ☐ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☒ Managed Internal Broadband Services

Function *

Existing Equipment

Number of entities served? *

1

Please select the RFP(s) that apply to this service request.

- ☐ 2018 Category Two Internal Connections RFP - Model Procurement example
- ☐ 2018 Category Two Basic Maintenance RFP example

CANCEL

ADD

For Managed Internal Broadband Services (ex: Managed Wi-Fi), the Function is either Leased Equipment or Existing Equipment. The Form 470 narrative or RFP document must **specify the brand and model number of equipment, and the contract or agreement for the winning vendor must reference this specific equipment information, as well.**

EDITING/REMOVING A SERVICE REQUEST

Service Requests: Category Two

Please enter the service requests below by selecting 'Add New Service Request'

<input type="checkbox"/>	Service Type	Function	Manufacturer	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
<input type="checkbox"/>	Internal Connections	Cabling	Belkin or equivalent	1	10000	Feet	Yes	2018 Category Two Internal Connections RFP - Model Procurement example
<input checked="" type="checkbox"/>	Basic Maintenance of Internal Connections	Firewall Service and Components	Cisco Systems	1	1	Each		2018 Category Two Basic Maintenance RFP example
<input type="checkbox"/>	Managed Internal Broadband Services	Existing Equipment		1				

Check box beside the request you want to edit or remove. You may select only one request at a time.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Choose to Edit or Remove the Service Request you selected.

NARRATIVE FIELD

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Please see the RFP documents for all details on Internal Connections and Basic Maintenance of Internal Connections requests.

Managed Internal Broadband Services - Pioneer County Public Library seeks managed Wi-Fi services for existing equipment for July 1, 2018 to June 30, 2019; existing equipment includes quantity 1 Cisco MX-84 HW firewall, quantity 1 Cisco SG300-28PP-K9-NA switch, and quantity 3 Cisco MR-42 access points. Cost proposals must include the Service Provider Identification Number (SPIN) or they will be disqualified.

[BACK](#)[DISCARD FORM](#)[SAVE & SHARE](#)[SAVE & CONTINUE](#)

In this example, the narrative field directs vendors to the RFP documents for Internal Connections and Basic Maintenance of Internal Connections for full details. The details for Managed Internal Broadband Services (MIBS) are included within the narrative field. See next section for more information about writing narratives for the Form 470.

FORM 470 – CRAFTING A C2 NARRATIVE

NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions vendors may have.
- A detailed narrative field helps KDLA's Technology Consultant when reviewing draft PDF versions of your form. If your narrative description doesn't match the service requests listed, she can help you fix those issues.

WHAT TO INCLUDE IN C2 NARRATIVE (1/2)

- NOT an exhaustive list:
 - **Describing your library system** – A potential service provider may not take the time to research every name/location of buildings in your library system because EPC doesn't make that easy. Putting the names & addresses of branches in the narrative (or giving a link to your website) makes it easier for them to look up whether those branches are in their service area.
 - **Dates** – When do you need the equipment? Are you trying for early Category Two installation?
 - **Internet speeds** – Are you upping your bandwidth and need equipment that is compatible with faster speeds?

WHAT TO INCLUDE IN NARRATIVE (2/2)

- NOT an exhaustive list (continued):
 - **Bidding** – Do you have any specifics about how you want bids to be submitted or formatted?
 - **Compatible equipment** – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
 - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN)?
 - Disqualification factors must be clearly listed in the Form 470 or RFP and must be binary (Yes or No answers)
 - See the [12/15/15 School & Libraries News Brief](#) for more on disqualification factors

EXAMPLE C2 NARRATIVE

- Narrative for Category Two – Internal Connections

The Pioneer County Public Library Main Branch needs:

+/- 500 feet of Cat6 cabling

+/- 20 three-foot patch cables

+/- 1 (one) 48-port PoE switch and license (if license needed)

All cost proposals must reflect any discounts available to governmental units. Each line item on the proposal should clearly list quantity, manufacturer, part number, description, unit price, and extended price.

Disqualification factors: proposals **MUST** include SPIN and **MUST** separate services by line item for all services to which service provider responds. Additional points on bid evaluation will be given to vendors that offer Service Provider Invoicing (SPI/Form 473).

FORM 470 — TECH CONTACT & STATE/LOCAL PROCUREMENT

TECHNICAL CONTACT PERSON

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓

NO

How would you like to enter the technical contact details?

SEARCH EPC SYSTEM

ENTER DETAILS MANUALLY ✓

If needed, add a Technical Contact who can best answer specific questions about your network and/or your needs. It can be a user in EPC or someone you enter manually.

First Name *

Charlie

Last Name *

Dickens

Title

IT Manager

Phone Number *

555-555-5555

Phone Number Extension

5252

Email *

pickwick.techservices@mailinator.com

Re-enter Email *

pickwick.techservices@mailinator.com

SAVE & SHARE

SAVE & CONTINUE

WARNING: Absolutely do not list someone as a Technical Contact if that person is potentially a vendor that will respond to the Form 470!!!

STATE OR LOCAL PROCUREMENT REQUIREMENTS

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services? [Click here for more information.](#)

YES ✓

NO

**For procurement over \$20,000,
cite Kentucky Revised Statutes.**

If applicable, provide a description of state or local procurement rules and/or restrictions on how or when service providers may contact you or on other bidding procedures.

For MPC libraries: The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over \$20,000. See <http://www.lrc.ky.gov/Statutes/index.aspx> for more information.

For non-MPC libraries: Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over \$20,000. See <http://www.lrc.ky.gov/Statutes/index.aspx> for more information.

BAO

**Click on Review FCC Form 470 to start
generating a draft PDF copy of the form—
suitable for sharing with the KDLA
Technology Consultant!**

SAVE & SHARE

REVIEW FCC FORM 470

REVIEW AND CERTIFICATION

REVIEW YOUR FORM 470

 SAVE DRAFT

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

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Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

PDF is generating and may take up to one minute to complete. Please hit refresh to check if document generation is complete.

REFRESH

Wait about 1 minute before hitting the Refresh button to access the PDF of your in-process form.

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

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Basic Information

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Information

Procurement
Information

FCC Form 470 Review

Certification
Signature

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_180000229_DRAFT](#)

☐ By checking this box, I certify that the information in the PDF document above is correct.

BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

Click the blue link to download a draft. You can send it to other staff members or the KDLA technology consultant to look over before certification.

DOWNLOAD A DRAFT OF YOUR FORM

DRAFT



FCC Form 470 – Funding Year 2018
Form 470 Application Number: 180000229
FY 2018-19 Pioneer County Public Library Network Upgrades

Billed Entity
Pioneer County Public Library System
100 Main Street
Boonesburg, KY 41700
111-222-3333
library.system10.user1@mailinator.com

Billed Entity Number: 208
FCC Registration Number: 0123456789

Application Type
Applicant Type: Library System
Recipients of Services: Bookmobile; Main Branch; Public Library; Public Library System

Contact Information
Lauren Abner
library.system10.user1@mailinator.com
502-564-1728

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
240561	2018 Category Two Internal Connections RFP - Model Procurement example
240563	2018 Category Two Basic Maintenance RFP example

Category One Service Requests

Service Type	Function	Other	Maintenance Capacity	Network Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs

Description of Other Functions

Id	Name

Narrative

Category Two Service Requests

Service Type	Function	Manufacturer	Other	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Internal Connections	Cabling	Belcan or equivalent		1	10000	Foot	Yes	240561
Basic Maintenance of Internal Connections	Prevent Service and Components	Cisco Systems		1	1	Each		240563
Managed Internal/Network Services	Routing Equipment			1				

DRAFT

Draft 470s and RFP documents can be emailed to lauren.abner@ky.gov for review.

You don't need to save the draft copy for your records; you'll be able to download the final, certified copy later.

CONTINUE TO CERTIFICATION

FCC Form 470 - Funding Year 2018

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

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Basic Information

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Information

FCC Form 470 Review

Certifications &
Signature

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[USAC_FCC_FORM_470_APPLICATION_180000229_DRAFT](#)

☒ By checking this box, I certify that the information in the PDF document above is correct.

BACK

Check this box and then choose Continue to Certification. If you want to send the form to another full-rights user for certification, select Send for Certification.

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

YES TO PROCEED

SAVE DRAFT

FCC Form 470 - F

Pioneer County Public Library Network Upgrades - F

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This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

Basic Information Service Requests Technical Contact Procurement FCC Form 470 Review Certifications & Signature

Please download the application PDF document below.

Download USAC_FCC_FORM_470_APPLICATION_180000229_DRAFT

☒ By checking this box, I certify that the information in the PDF document above is correct.

CERTIFY THE FORM

Certify FCC Form 470

Pioneer County Public Library System - FY 2018-19 Pioneer County Public Library Network Upgrades - Form #180000229

Last Saved: 11/13/2017 10:19 PM EST

Basic Information

Service Requests

Technical Contact
Information

**You must agree to all
of the certifications to
post the Form 470.**

Certifications &
Signature

Please complete the certifications below.

Applicant Certifications

- ☒ I certify that the applicant includes libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

Other Certifications

- ☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.
- ☒ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the

CERTIFICATION - WARNING

Information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be referred to the Department of Justice or a court or a party of a proceeding before the board of a proceeding before the board of response to subsequent inquiries, not the Freedom of Information Act, 5 U.S.C.

If you owe a past due debt to the federal Treasury Financial Management Service, we may collect that debt. The FCC may also

If you do not provide the information, we may deny a related request for universal

The foregoing Notice is required by

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO

YES

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK

CERTIFY

Confirm that you understand that making false statements on this form is a crime and that you are authorized to represent your library

VIEW YOUR CERTIFIED FORM

My Landing Page



Universal Service
Administrative Co.

Scroll to
bottom

Your in-process and certified Forms 470 are listed at the bottom of My Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2018. In the far left column, click on the nickname to view the form.

FCC Forms and Post-Commitment Requests

- ☒ FCC Forms
- ☐ Post-Commitment Requests

Form Type

Funding Year

- Status
- ☒ All
 - ☐ Incomplete
 - ☐ Certified

Nickname	Application Number	Funding Year	Status
Category Two Network Upgrades	180000075	2018	Certified

PRINT YOUR FORM 470

Records / FCC Forms 470

FY 2018-19 Pioneer County Public #180000229

Summary **Generated Documents** News Related Actions

After following the link to your Form 470 from My Landing Page, click on the Generated Documents tab near the top of the page.

Generated FCC Forms 470

FCC Form 470 Version	Upload Date
Original Version	11/13/17 10:41 PM

The Original Version link opens a PDF copy of the form as it looked when you certified it. If you have to upload an addendum to RFP documents (like answers to vendor questions), the you'll also see a Current Version link on this page.

**ALLOWABLE CONTRACT DATE
+ BID EVALUATIONS**

ALLOWABLE CONTRACT DATE

FY 2018-19 Pioneer County Public Library Network Upgrades #180000229

Summary

Generated Documents

News

Related Actions

Please note: The following fields pull the most current data from the Contact Name, and Contact Phone Number. If you would like to review this FCC Form the Generated Documents related dashboard on the left-hand side and click

Application Information

Nickname FY 2018-19 Pioneer County Public Library Network Upgrades

Application Number 180000229

Funding Year 2018

Status Certified

Allowable Contract Date 12/11/2017

Your certified form will include an **Allowable Contract Date (ACD)**, which is 28 calendar days after the form was certified. **Keep in mind that your actual ACD may be different depending on what you specified in RFPs or whether your RFPs were posted in other places on later dates—that would restart the 28-day competitive bidding clock.**

Created By Lauren Abner

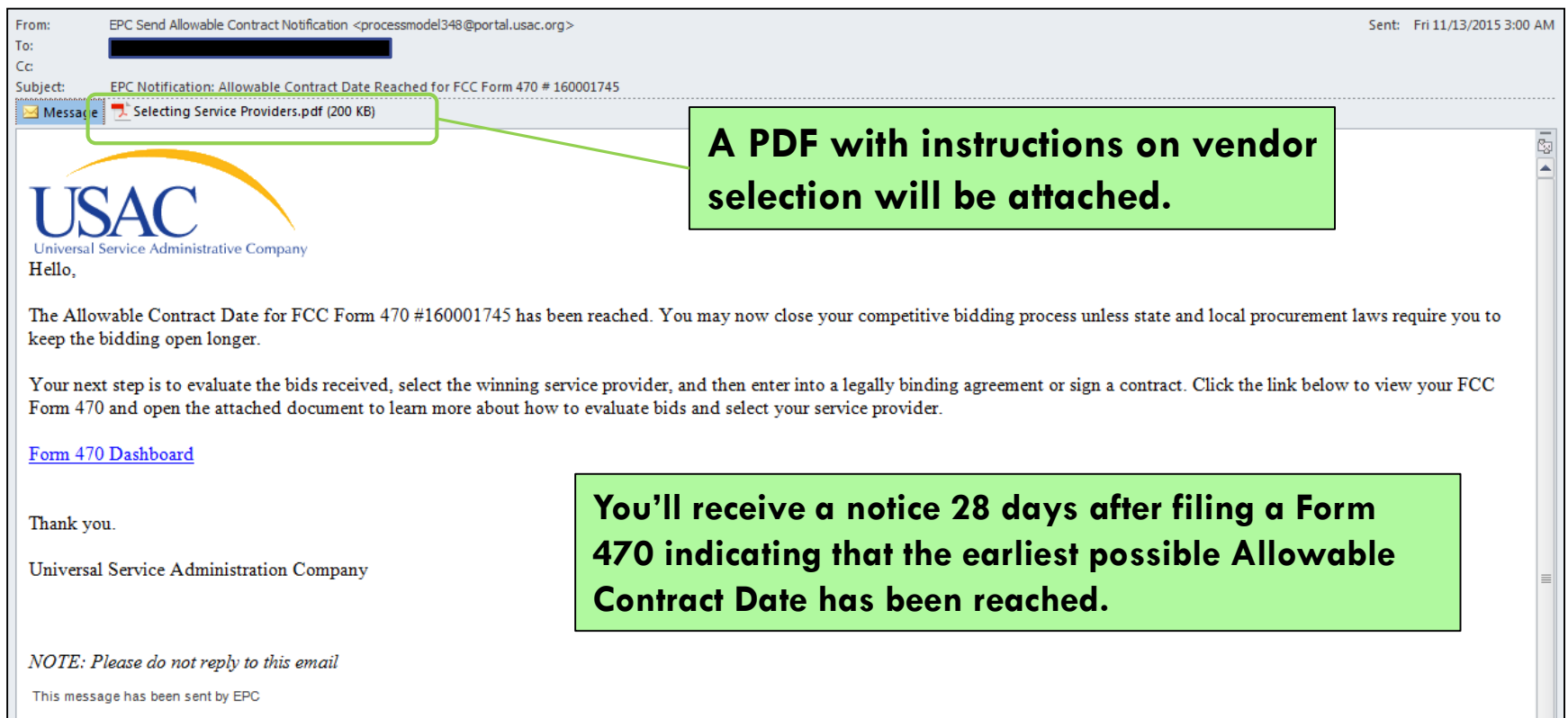
Certified Date 11/13/2017 10:40 PM EST

Certified By Lauren Abner

Last Modified Date 11/13/2017 10:40 PM EST

Last Modified By Lauren Abner

USAC EMAIL FOR ALLOWABLE CONTRACT DATE



BID EVALUATIONS (1/2)

Don't make any decisions or sign contracts until your Allowable Contract Date (ACD) has passed

- Unless your narrative or RFP specified a due date, you may continue collecting bids after 28 days
- If you received only 1 bid, then you should email yourself to memorialize this fact.
- You may contact vendors to request cost proposals after you file your Form 470 – **do not give those vendors additional information not listed in the narrative or RFP.**

BID EVALUATIONS (2/2)

Must evaluate all valid bids using cost as the primary factor

- You should respond to requests for additional information needed to create a responsive bid.
- Spam – generic email asking you to call or email to request a quote – is not considered a responsive bid and you don't have to respond.
- You may disqualify certain bids if you stated those disqualification factors on the Form 470.
- You may consider relevant State Master Contracts as bids – while public libraries may purchase internet or phone services from the KIH3 contract, they are NOT eligible to purchase off the KETS equipment contracts for Kentucky schools

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.



FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "PointsAvailable."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: <http://usac.org/sl/applicants/step02/default.aspx>

<http://www.usac.org/res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf>

SAMPLE BID MATRIX — E-RATE CENTRAL

- E-rate Central, the website for a longtime E-rate consulting firm, has a sample bid evaluation matrix: <http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp>
- KDLA neither recommends nor discourages applicants to use this particular bid matrix, but it does show a good example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants have to modify the spreadsheet to reflect the factors important to their situation.

PRODUCT ELIGIBILITY QUESTIONS

Check with the vendor or manufacturer to ensure that you understand the E-rate eligibility for the product/service listed on the cost proposal

- Example: Firewalls – while the firewall appliance (hardware) is generally 100% E-rate eligible, the firewall license for content filtering is not. Sometimes the appliance and license are sold as a bundle that is partially eligible – check the SKU.
- Search online for the manufacturer's E-rate page – they sometimes have eligibility lists by SKU or have an email address to contact for eligibility questions

DOCUMENT RETENTION — SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the end of the funding year.**
 - FCC Forms
 - Any correspondence from USAC or the FCC.
 - Copies of bids
 - Contracts or agreements with service providers
 - Copies of bid evaluation form/decision process for choosing winning bid
 - Invoices and proof of delivery, service, etc.

WRAP-UP

LOOKING AHEAD – THE FORM 471

- The FY 2018-19 Form 471 will likely be released in January 2018 and stay open through March 2018.
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- Be prepared to upload your contract or agreement and also to provide verification of square footage for Category Two budgets if needed (blueprints, signed letter from architect, city records, etc.)
- KDLA will announce training on the Form 471 through the listservs.

RESOURCES

KDLA's E-rate page

- <http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx>

USAC Schools & Libraries homepage

- www.usac.org/sl

USAC Client Services Bureau

- 1-888-203-8100 or through your [E-rate Productivity Center](#) account

E-rate Central

- www.eratecentral.com

SIGN UP FOR KYTECH LISTSERV®

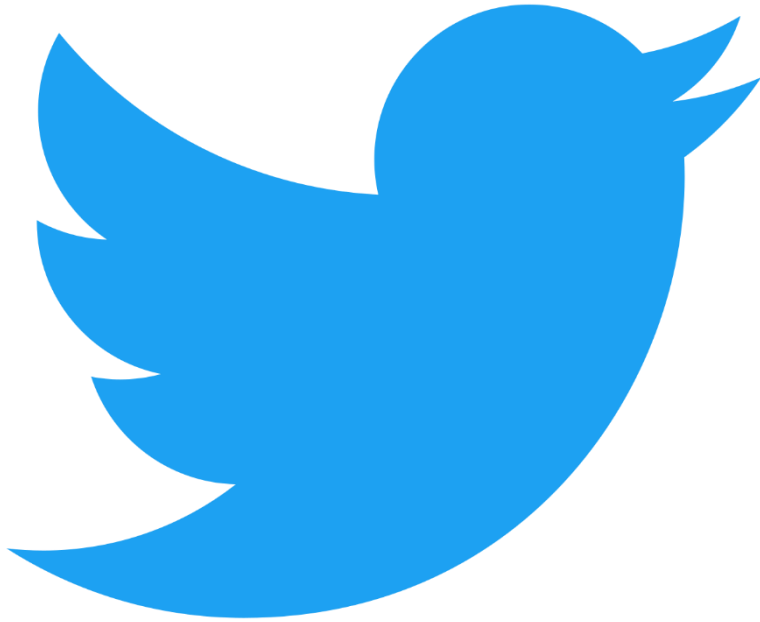
For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov

E-rate updates and reminders are posted to KYTECH.

KDLA SOCIAL MEDIA

[@KDLALibDev](#)



[KDLACE](#)





KDLA's E-rate consultations and training are made possible in part by the Institute of Museum and Library Services (IMLS) through the Grants to States program. For more information, please visit the IMLS website: <https://www.imls.gov/>.



**No time to waste
– let's get to it!**

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